

WILDLIFE CORRIDOR CONSERVATION AUTHORITY

570 WEST AVENUE 26, SUITE 100, LOS ANGELES, CALIFORNIA 90065

TELEPHONE: (310) 589-3230

FAX: (310) 589-2408

MEMORANDUM

Date: November 19, 2008

To: The Governing Board Members

From:  Joseph T. Edmiston, FAICP, ASLA (Hon), Executive Officer

Subject: **Agenda Item XVIII: Discussion and possible action regarding increasing membership fees for Wildlife Corridor Conservation Authority members.**

Staff Recommendation: That the Governing Board discuss the possibility of increasing membership fees for Wildlife Corridor Conservation Authority members in an amount between the \$500 current annual amount and the \$2,000 rejected by Los Angeles County, and direct staff on how to proceed.

Background: Section 17.0 of the Wildlife Corridor Conservation Authority (WCCA) Joint Exercise of Powers Agreement (JPA) states in part: "Each party to this agreement shall contribute \$500 per annum." Each party (six total) contribute this amount annually. The annual budget of WCCA is \$3,000. Mountains Recreation and Authority (MRCA) provides staff time and uses its materials and bills the City of Whittier \$3,000 annually.

At the September 27, 2008 WCCA meeting, the Governing Board passed a motion to query their respective cities (and other member entities) to amend the Joint Exercise of Powers Agreement to increase membership fees from \$500 to \$2000 per annum. Since then, only one member, the County of Los Angeles, elected not to pursue this increase. Staff is requesting that the Governing Board discuss the possibility of increasing the membership fees by a smaller amount. If the Board is amenable to this possibility, staff is requesting that the Board discuss what is an appropriate amount and to consider querying their respective member boards about this possibility. Even a \$500 a year increase will help offset costs and keep the quality of WCCA staff work at an acceptable level. It should also be determined if any of the member cities need to reauthorize a dues increase or whether the only subsequent needed action is a vote by the Board of Supervisors.

To provide some more detail on what this money is used for, during Fiscal Year 2007-2008, the budget covered such items as: postage/ mailing, mileage, operating expenses (copying, CDs and tapes, insurance, etc.), and staff time (with cost allocation). MRCA staff prepares annual documentation of the costs to operate WCCA as part of the billing submitted to the City of Whittier, which shows that MRCA consistently spends in excess of \$3,000 per year on WCCA-related

activities. For example, for the Fiscal Year 2007-2008 billing, MRCA staff showed \$9,539 in expenses, and this only includes a subset of the time that staff actually spent on WCCA activities. Staff also made a rough estimate of the staff time spent on WCCA, and for only the Project Analyst and Board Secretary time, it was estimated to be approximately \$14,000-\$16,000 per year. Attached is a list of some staff tasks.

The posting of meeting materials on the web has not been billed to WCCA in the past, but should be billed in the future to accurately reflect the real costs. Also, operating costs have been increasing with inflation.

WCCA staff cancelled the WCCA mailbox in Brea, which is expected to save approximately \$400 per year. Other potential ways to save money include producing completely electronic agendas and meeting books, relying completely on the web and eliminating any mailing. Note that Advisory Committee members and some Board members have requested hardcopy books. Also, if more of the meetings were telephonic, rather than in person, expenses could be cut. Governing Board members may wish to discuss these possibilities.

Any increase in membership fees would be an improvement to current conditions in covering the actual costs incurred by MRCA.

Wildlife Corridor Conservation Authority (WCCA) Staff Time Tasks (as of June 2008)

Note: Includes Project Analyst and Board Secretary time. Does not include time for Executive Officer, Chief Deputy Executive Officer, Chief of Natural Resources and Planning, Staff Counsel, legal assistant (FFPC forms), Senior GIS Analyst.

- *Prepare and coordinate acquisitions and applications.
- * Prepare/coordinate WCCA Governing Board and Advisory Committee agendas. Contact cities/agencies to get updates. Review WCCA mail (e.g., environmental review documents). Review agencies agendas.
- *Mail agendas and cancellations to approx. 200 person mailing list (address labels/fold/staple.) (This will now be via email.) Upload agendas to web.
- *Prepare WCCA Governing Board and Advisory Committee Board books (hard-copy and CDs). Write staff reports/resolutions. Review California Environmental Quality Act documents; write comment letters. Print color attachments. Collate Board books.
- *Mail Board Books (Governing Board and Advisory Committee) and CDs to Board and Advisory Committee members and interested public members. Scan staff reports/resolutions/attachments; upload staff reports to web.
- *Contact WCCA Governing Board and Advisory Committee members to set up meetings and do quorum calls.
- *Select meeting rooms for special meetings; reserve meeting rooms.
- *Drive to, set up, attend meetings in Brea and Whittier.
- *After meeting: finalize resolutions/minutes and mail to Chairpersons for signature. Amend/finalize comment letters and send comment letters.
- *Prepare minutes for WCCA Governing Board and Advisory Committee meetings.
- *Make copies of tapes/minutes, send to Diamond Bar secretary.
- *Update mailing/email/contact lists.
- *Coordinate preparation of GIS maps.

WCCA Tasks

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*Pay for web host server.

*Prepare WCCA annual budget and WCCA annual billing (including summary spreadsheet of all costs and xerox all minutes/agendas/mailling lists).

*Prepare materials per annual requests from Auditor (Xerox minutes/agendas/mailling lists).

*Send out mailings and advertise in local newspapers for Board public members and Advisory Committee member positions (every 2 years).